

<p align="center">APPENDIX A REPORT WORDING</p>	<p align="center">Page 1 of 2</p>
<p align="center">Division of Forensic Science</p> <p align="center">IMPRESSION UNIT PROCEDURES MANUAL</p>	<p>Amendment Designator:</p>
	<p>Effective Date: 31-March-2004</p>
<p align="center">APPENDIX A REPORT WORDING</p> <p>1 IMPRESSION UNIT REPORT GUIDELINES</p> <p>1.1 CASE INFORMATION: Agency name, name of investigating officer, laboratory case number, agency case number, victim, offense, and suspect(s).</p> <p>1.2 EVIDENCE SUBMITTED: A listing and description of exhibits as received from agency, evidence storage area, or mail.</p> <p>1.3 EXAMINATION AND RESULTS: Statement of the results of examinations (evaluations, and comparisons) performed on the exhibits submitted.</p> <p>1.3.1 Impressions- Processing and evaluation.</p> <p>1.3.1.1 Suitable for comparison: Impression has sufficient quality for identification purposes.</p> <p>1.3.1.1.1 ____ footwear/tire, etc. impression of value for identification purposes (was/were) (developed) (developed and lifted) (is/are) present (as follows: on)____</p> <p>1.3.1.2 Not suitable for comparison: Footwear/tire, etc. impression does not contain sufficient detail for identification purposes.</p> <p>1.3.1.2.1 No impressions of value for identification purposes are present or were developed ____ (.) therefore, no comparison(s) was/were made with Item(s) _____.</p> <p>1.3.2 Comparison</p> <p>1.3.2.1 Identification made: Questioned footwear/tire, etc. impression (was/were) made by the known footwear/tire, etc. The footwear/tire, etc. impression and the known footwear/tire, etc. have sufficient corresponding point(s) of identification located in the same relative positions and maintaining the same group relationship. No unexplainable differences exist between the questioned and known impressions.</p> <p>1.3.2.1.1 ____ footwear/tire, etc. impression(s) on Item(s) ____ (have/has) been identified with the submitted footwear/tire(s), etc.</p> <p>1.3.2.2 No identification made: Questioned footwear/tire, etc. impression was not made by the known footwear/tire, etc.; or some level of association was made between the questioned impression and known footwear/tire, etc., but not sufficient for an identification.</p> <p>1.3.2.2.1 The footwear/tire, etc. impression was not identified with the submitted footwear/tire, etc.</p> <p>1.3.2.2.2 The footwear/tire, etc. impression conforms to the submitted footwear/tire, etc. with respect to (design, size, wear, etc.); however, a further association could not be made between the question impression and the known_____, due to the indistinct nature of the impression.</p> <p>1.3.3 Request for known samples</p> <p>1.3.3.1 The known footwear/tires, etc. should be submitted for a conclusive comparison of the impression(s).</p> <p>1.3.4 SICAR or any Reference Search</p> <p>1.3.4.1 SICAR/Reference Search was positive</p>	

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<p>1.3.4.1.1 The manufacturer of the questioned (footwear/tire) impression is _____ or any other brand of (footwear/tire) with the same (outsole/tread) design.</p> <p>1.3.4.2 SICAR/Reference Search was negative</p> <p>1.3.4.2.1 The manufacturer of the questioned (footwear/tire) impression could not be determined at this time.</p> <p>1.3.5 Photographs</p> <p>1.3.5.1 Photographs retained in file.</p> <p>1.3.5.1.1 _____(Photographs) of the questioned impression(s) are (still) being retained in our file for any future comparison.</p> <p>1.3.5.2 Negatives and/or digital media to be returned to agency.</p> <p>1.3.5.2.1 A CD-ROM disc containing digital images of the questioned impression(s) from Item(s) _____ (is/are) packaged with Item _____, and should be maintained for possible future use.</p> <p>1.3.5.3 Photographs not retained.</p> <p>1.3.5.3.1 _____Photographs of the questioned impression(s) are not being retained in our file; therefore, item _____ must be resubmitted when requesting future comparisons.</p> <p>1.3.6 Disposition of Evidence</p> <p>1.3.6.1 The evidence is being returned under separate cover.</p> <p>1.3.6.2 The evidence is returned herewith.</p> <p>1.3.6.3 The evidence is being retained for personal pickup.</p> <p>1.3.6.4 The evidence is being returned to the (Central/Eastern/Western/Northern) Laboratory where it will be available for personal pickup.</p> <p>1.3.6.5 The results of other requested examinations and disposition of the evidence are being reported separately.</p> <p>1.3.6.6 The requested _____ examination(s) was/were terminated at the request of (name & title) on (date).</p> <p>1.4 REQUEST FOR ADDITIONAL SUBMISSIONS: Agency is requested to submit additional items of evidence (elimination footwear/tires, etc.) in order that all suitable impressions can be identified or eliminated. ("Request for Additional Submissions" subtitle and paragraph(s) may be omitted if the need for additional items of evidence as listed in the previous sentence is specified in the comparison findings.</p> <p align="right">◆End</p>	